



CITY OF ALLENTOWN REQUEST FOR PRE-SALES INSPECTION

Complete this form and return with payment to the Bureau of Building Standards and Safety Office.
Hours are 7:30 am to 3:30 pm. Application must be received no later than 5 (five) business days from
the date of offer to sell or listing.

**IF PROPERTY IS BEING SOLD "AS IS" BUYER WILL NEED
TO SIGN AND NOTARIZE THE ACCEPTANCE FORM**

DATE: _____

ADDRESS OF PROPERTY TO BE INSPECTED: _____

NUMBER OF UNITS: _____ (CHECK ONE) ☐ PRIMARY RESIDENCE ☐ RENTAL

NAME & MAILING ADDRESS OF SELLER (OWNER): _____

NAME OF CONTACT PERSON & PHONE NUMBER: _____

REAL ESTATE AGENT & ADDRESS (IF APPLICABLE): _____

REAL ESTATE AGENT'S PHONE NUMBER (IF APPLICABLE): _____

PURCHASER'S NAME & ADDRESS (IF KNOWN): _____

(OFFICE USE ONLY)

AMOUNT PAID _____ **RECEIPT #** _____

PROPERTY ACCOUNT # _____

COST OF INSPECTION IS \$100, CHECK OR MONEY ORDER, PER PROPERTY. MONEY IS NON-REFUNDABLE.
THIS INCLUDES (1) REINSPECTION. ADDITIONAL REINSPECTIONS ARE \$35 EACH. PAYMENT AND COMPLETED
REQUEST FORM MUST BE RECEIVED PRIOR TO INSPECTION - NO EXCEPTIONS. YOU WILL BE NOTIFIED BY
PHONE TO ARRANGE FOR AN INSPECTION. PLEASE MAIL COMPLETED FORM WITH PAYMENT TO:

CITY OF ALLENTOWN
BUILDING STANDARDS & SAFETY
641 S 10TH ST
ALLENTOWN PA 18103
PHONE# 610-437-7694 FAX# 610-437-7693